

Kansas Division of Emergency Management Training

Register online at <https://ks.train.org> • Search for Course ID: 1059566

KS-132—Kansas Exercise Design Course for Discussion-Based Exercises

March 29-31, 2016 • 8:30am to 5pm each day

Kansas National Guard Complex, Eisenhower Center • 2800 SW Topeka Boulevard, Topeka, KS

Discussion-based exercises are the starting point of the building-block approach of escalating exercise complexity. These types of exercises typically highlight existing plans, policies, and procedures, and are valuable tools in familiarizing personnel with current or expected capabilities of an entity. Discussion-based exercises—including seminars, workshops, tabletops, and games—typically focus on strategic, policy-oriented issues. This course builds upon the foundations introduced to the Homeland Security Exercise and Evaluation Program (HSEEP) Training Course by giving participants hands-on application of the design and development of discussion-based exercises. The course includes a variety of instructional strategies, including classroom lecture, exercise design workshops, and demonstration of a group project. The course will challenge participants to work effectively in teams, using the HSEEP tools and templates, to design, conduct, and evaluate tabletop exercises (TTX).

Course Objectives

- Overview of Discussion-Based Exercises
- Develop and Conduct a Seminar
- Overview of Tabletop Exercises and Case Studies
- Tabletop Exercise Design and Development
- Evaluation Development

Target Audience

The target audience includes local and state officials who are responsible for the design and development of exercise and/or the management of emergency preparedness exercise programs.

Prerequisites

IS-100—Introduction to ICS; **IS-200**—ICS for Single Resources and Initial Incident Actions; **IS-700**—Introduction to NIMS; **IS-120**—Introduction to Exercises; and the **HSEEP Training Course**

All Independent Study courses are available free online at <http://training.fema.gov/IS/crslist.asp>

If you have specific questions about this training, please contact **Terri Ploger** at terri.d.ploger-mccool.nfg@mail.mil or (785) 274-1404.

The deadline to register March 15, 2016. Participants that need to requested lodging arrangements must register before this date. Lodging available only for Kansas residents traveling 50 miles or more.

Visit our website for a full listing of courses available in Kansas <http://www.kansastag.gov/KDEM.asp?PageID=266>

Need help?

Isabel Herrera Schultes at maria.i.herrera13.nfg@mail.mil (785) 274-1412 OR KS-TRAIN Help Desk helpdesk@kdheks.gov (785) 296-5655

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KS-TRAIN FAQs

- **How do I sign up for a TRAIN user account?**

Log onto <https://ks.train.org>. Click on "Create an Account," which appears underneath the login on the left hand side of the screen. Review and accept the Terms and Conditions. Fill out all of the necessary information on the subsequent pages. (If you'd like, you can also fill in the optional information.) When you have finished, click "Continue" to enter the site.

- **How do I find courses to take?**

There are several ways to do this. If you have a Course ID Number: enter this number in the "Search by Course ID" box (the second pale-blue box below the Kansas Seal). If you don't know the Course ID number you can click the "Course Search" link at the top of the screen. From this page you can click "Browse" to view all course offerings in TRAIN, or you can use any of the tools in the "Search Options" list to help narrow your results.

- **I've registered for a course – where do I find confirmation of this?**

All of your course registrations can be found by clicking "My Learning" from the home page. This will include all in-progress courses. With courses offered by Kansas Emergency Management; you can expect to receive an email confirmation from our office within 3 working days after you submit your registration for approval.

- **I signed up for a "Live" course and can no longer attend. Who should I contact?**

You can withdraw yourself from any course by going to the Course Management page and clicking the "Withdraw" button. You can also contact Isabel Herrera Schultes at maria.i.herrera13.nfg@mail.mil or 785-274-1412 if you need help withdrawing.

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If you have a disability or need appropriate accommodations in order to fully participate in any training activity, please contact the State Training Officer, Erin McGinnis, at 785-274-1413, or erin.m.mcginis2.nfg@mail.mil to discuss your specific needs.